

State of Kansas

Accounts Receivable Reports

Statewide Management, Accounting and Reporting Tool

Last Updated: **05/01/2013**
Version: **2.0**

The following table provides a list of **Accounts Receivable reports**, the information they provide, and the navigation:

Report Number	Report Title	Report Overview	Navigation
AR32000	Open Item Statement	It lists all open items for the customer, the total amount open, and an aging of open items	Accounts Receivable > Customer Interactions > Statements > Print Statements
AR33004	Customer Follow Up Letter	Letter that contains the text that you define. The system generates a letter for each customer that contains a follow-up letter code on the Conversation page for the customer.	Accounts Receivable > Customer Interactions > Customer Follow-Up Letter
BIPRNT00	Invoice	A simple, miscellaneous type of bill with nonindustry-specific billing information.	Billing, Generate Invoices > Non-Consolidated > Print Pro Forma Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices Billing > Generate Invoices > Non-Consolidated > Reprint Invoices Billing > Generate Invoices > Consolidated > Print Consolidated Pro Forma Billing > Generate Invoices > Consolidated > Finalize and Print Invoices Billing > Generate Invoices > Consolidated > Reprint Invoices
Report Number	Report Title	Report Overview	Navigation
AR33001	Level 1 Dunning Letter	As delivered with the system, this letter includes only items in the age range for dunning level one.	Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter

AR33002	Level 2 Dunning Letter	As delivered with the system, this letter includes only items in the age range for dunning level two.	Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter
AR33003	Level 3 Dunning Letter	As delivered with the system, this letter includes only items in the age range for dunning level three.	Accounts Receivable > Customer Interactions > Dunning Letters > Print Letter
AR80016	Transaction Detail by Customer	Query all invoice/adjustments for a single customer online and print the information queried	Reporting Tools > Query > Query Manager
RPTAR029	CFS Background Checks Report	A detailed listing of all CFS background checks received is sent to CFS each day. This is a "same day" report.	Reporting Tools > Query > Query Manager
AR30004	Aging Summary by Business Unit	Lists aged open balances for every customer. Balances	Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt